

Learning and development objective	Reflection on objective achievement
<p>To develop competencies in MS Excel to a level to be able to develop spreadsheets to manage the stock levels of product.</p>	<p>Learning object fully achieved and used in other situations in the support of colleagues' activities</p>
<p>To develop an understanding of the EQF Excellence model to a sufficient degree to determine whether it would be applicable to my organisation</p>	<p>Although the EQF Excellence model was not adopted, this objective 95% successful and will be developed to include the balanced scorecard during the next 3 years.</p>
<p>Improve presentation skills so that am effective and comfortable presenting on a range of topics to a range of people.</p>	<p>Presentation skills have definitely improved, and the importance of planning, practising and tailoring to your audience discovered.</p>

Activity log

Record all activities relevant to your CPD objectives. Include Unit (hours or points) if required by another membership body – this is not required by the CQI. You can record any professional activity that has helped with the achievement of your objectives. Add as many rows as you need.

Date	Activity title	Pre-activity desired outcomes – what objective/s will this help you achieve?	Post-activity reflection – what did you actually gain?	Unit e.g. Hours or points
DD/MM/YY	Review MS Excel training material and experiment on own PC.	Develop a basic understanding of what to expect from the software. Excel objective	Following publications reviewed. Excel 2000 For Windows For Dummies Special Edition Using Microsoft Excel 2000. Good understanding of basic form and spreadsheet formatting, data entry and simple calculations. The 'Special Edition Using Microsoft Excel 2000' particularly useful.	
DD/MM/YY	Attend MS Excel basic training course	Develop a basic understanding of Excel and a basic skill in the use of spreadsheets. Excel objective	Useful basic course but did not cover the debugging of macros and use of Visual Basic Editor.	
DD/MM/YY	Develop draft spreadsheet for recording intake and sale of stock and associated spreadsheet to manage the stock levels of product. Trial for 3 weeks.	Apply the knowledge and skill and consolidate the learning activity. Excel objective	Successful implementation of system. Really beginning to understand the power of spreadsheets and can see alternative uses and applications within own area. Need to explore the full potential of macros and formulae – perhaps an advanced course to carry forward.	

DD/MM/YY	Final version of spreadsheet – discuss with colleagues and then monitor effectiveness and accuracy	Broaden own understanding of knowledge of spreadsheets and receive peer review and feedback on own ability. Excel objective	Valuable feedback from colleagues had to defend own position vigorously. Colleagues accepted and helped refine system.	
DD/MM/YY	Review available published material on the EQF Excellence Model, including the model and case studies. Prepare discussion paper 'The advantages and Disadvantages of using the EQF Excellence Model' for circulation to Management.	Basic understanding of the model and development of own position regarding the suitability of employer's organisation. EQF objective	Can use the idea of 'our value to the community' to add value to our QMS. Still need to explore the idea of leadership further. Don't really understand measures.	
DD/MM/YY	Attend CQI Branch meeting at which 'The benefits of using the EQF Excellence Model' is being presented	Learn from the experience of other users and begin to develop own position on the advantages and disadvantages. EQF objective	Was beneficial to hear and discuss the experiences of others. Didn't go into the level of detail that I now need to explore.	

DD/MM/YY	Attend management review and discussion on paper 'The advantages and Disadvantages of using the EQF Excellence Model.' Review judgements expressed at the meeting and prepare a final recommendation paper for Board submission.	Consolidate base understanding and experiment with peers on possible measures. Discuss leadership issue with peers and try to apply measures. EQF objective	Measures now beginning to make sense and some aspects of the model can add value to our system.	
DD/MM/YY	Visit organisation of CQI Branch member who have adopted the EQF Excellence Model' and discuss the advantages and disadvantages with key members of the organisation. Challenge their views and test own position.	See a practical application of the use of the EQF Excellence Model to review the value to an organisation first hand. Consolidate own position. EQF objective	This visit really provided a valuable view of how not to use the EEM. We must take a more practical approach to the use of measures. Will review the Balanced Scorecard model to see what can be learnt from that methodology.	
DD/MM/YY	Deliver presentation to Board on the recommendation of whether to adopt the EQF Excellence Model'.	Final consolidation of own position and understanding of the EEM. EQF and presentation objectives	Still need to work on the issue of leadership, had some difficulty convincing Board. Own proposals accepted and the Board sanctioned further work on the Balanced Scorecard.	

DD/MM/YY	Get feedback from colleagues whose presentation skills I admire to indicate areas I need to improve.	Provide areas for me to develop. Presentation objective	Some really interesting feedback on the importance of knowing the purpose of your presentation, your topic and tailoring to your audience. Do not read out your slides! Some differences of opinion which has emphasised the importance of finding what works for you.	
DD/MM/YY	Research presentation best practise.	Develop knowledge of how to improve and different approaches. Presentation objective	Particularly liked guidance from Leeds university on planning and preparing a presentation. This included the importance of practising without an audience which I have never done before.	
DD/MM/YY	Present internally to colleagues and get feedback.	Put into practise what I've learnt and worked on in a safe environment. Presentation objective	Had a good presentation and felt more comfortable than before. Had good feedback. More of the same when I present externally!	
DD/MM/YY	Present externally, reflect and continue to develop.	Take what I have worked on and deliver externally in a confident and effective manner. Plan and practise properly.	Although I was nervous, I feel that this was the best external presentation I have delivered. Practising out loud especially is really useful. Need to continue to work to tailor to the audience and not rush!	